

Section 2 Facilities

Policy 2.1 Parking Area Policy

1. Purpose:

This policy establishes guidelines and responsibilities for the proper use of reserved parking spots at the Cannon Health Building, Salt Lake City, Utah. This policy defines reserved parking and defines penalties for the improper use of these reserved parking spots.

2. Authority:

This policy is given under the authority of the Executive Director, Utah Department of Health. The policy is effective for all state employees parking at the Cannon Health Building.

3. Reserved Parking Spots

1. Executive parking spots are designated by a red on white sign indicating the spot either by a number or title of the person for whom the spot is reserved. Executive parking spots are reserved for the executive director, deputy directors, direct reports to these individuals, DEQ division directors, the health clinic, credit union, medical triangle and DEQ.
2. Permit parking spots are in lot 3 and 4 (see map). These spots are designated by a red on white sign saying "Car Pool" or by the words "Permit" painted on the parking surface. A parking pass is required for these reserved spots. The parking pass is issued by Employee Support.
3. Day Care parking spots are in lot 4. These spots are assigned for use by parents with children in the on site day care facility. These spots are designated by the words "Day Care" painted on the parking surface. A parking pass is required for these reserved spots. The pass is issued by the day care staff.
4. Quick Delivery spots are in lot 3 and lot 4. These spots are designated for the quick deliveries of less than ten minutes.
5. Handicap spots are found in three separate lots. Handicap placards or licenses are required to park in handicap spots. These are authorized by state law through health care providers.
6. Visitor spots are found in lot 2. Visitor spots are reserved for people not working in the Cannon Health Building. The visitor spots are designated by the words "Visitor Parking Only" painted across parking lot 2.

7. Open parking. All areas not designated as reserved are open to anyone for parking.

3. Policy:

The parking areas of the Cannon Health will be monitored by the security guard. A random number of daily patrols will be conducted. Vehicles found to be improperly parked will be ticketed. Copies of the tickets will be given to the Office of Employee Support. OES will maintain a log of the tickets to identify repeat violations. Violations will be dealt with in accordance with the following matrix.

# of Violation	Action
1	Receives a Warning Ticket from OES/Security. Violation is logged.
2	Receives a Warning Ticket from OES/Security. Violation is logged. Supervisor verbally counsels the violator. Written confirmation of the counseling is sent to OES.
3.	Receives a Warning Ticket from OES/Security. Violation is logged. Violator is verbally counseled by the Deputy Director of DOH.
4.	Receives a Warning Ticket from OES/Security. Violation is logged. Violator receives written warning from supervisor.
5 & Additional.	Receives a Warning Ticket from OES/Security. Violation is logged. Violator is placed under corrective action.

ATTACHMENTS:

Map

Ticket